

ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2002/05/07 : CIA-RDP92-00455B000300090018-5

Per 48-4931  
DDA '18-1378/15

31 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Uniform Promotion System

1. On 12 July 1978 the Deputy Director of Central Intelligence approved our proposal that the uniform promotion system effective 1 October 1978 allow for semi-annual promotion exercises at the option of the individual Career Services for promotions to GS-07 and above. The promotion dates will be related to the revised Fitness Report schedule, allowing for a 120-day working period after the ending date of the evaluation with the promotion to be effective the first pay period thereafter. Components will be responsible for insuring that promotion personnel actions are received by Office of Personnel, Transactions and Records Branch ten working days before the pay period on which the promotions are to be effective. The extended lead time is required by the expected increase in the volume of actions to be processed within the period and the added workload of preparing Certificates of Promotion.

2. The Career Service may elect either the annual or semi-annual option for any one or all of the listed grade groups and establish them for any one or all of its Career Service or Career Service Subgroups. The initial promotion exercise will be keyed to the Fitness Report schedule with the second review and exercise six months later.

- (1) All secretarial and clerical personnel above grade GS-06.
- (2) Professional and technical personnel in grades GS-07 through GS-11.

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- (3) Professional and technical personnel  
in grades GS-12 through GS-15.

3. There is no established schedule for promotion through GS-06 and components may promote their employees in these grades as merited and within the Career Service criteria for promotion, panel evaluations, headroom and the availability of properly graded positions.

4. Attached for your information is a copy of the revised Fitness Report schedules which will be operative for all Career Services, except the Operations Directorate, as of 1 October 1978. Where the semi-annual promotion option is elected the first exercise in FY 1979 may be effective with either date noted on the attached schedule. The new schedule poses no time frame problems except for the GS-12 and GS-13 group. To avoid an undue period without an evaluation of performance, it is proposed that this group receive Fitness Reports out of phase, on a one-time basis, for the period ending 31 December 1978. Inasmuch as the automatic call-up list will be based on the new Fitness Report date, the 31 December 1978 call-up for the GS-12 and GS-13 employees will be by a special, unedited listing of all personnel in these grades and should be received by the components in mid-November 1978.

5. The subject of a new established date for supergrade promotions is under discussion.

6. It will be appreciated if you will advise the Office of Personnel of the option cycles selected for the Career Service and/or for the individual Career Service Subgroups.

[Redacted Signature Box]

F. W. M. Janney

STATINTL

Attachment

Dist:

- 0 - DDA
- 1 - Each additional addressee
- 1 - C/Review Staff
- 2 - D/Pers

TATINTL

OP/P&C/RS/ [Redacted] (25 Jul 78)

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UNIFORM PROMOTION SCHEDULE

<u>Grade</u>	<u>New Fitness Report Date</u>	<u>Promotion First Pay Period in Month</u>	<u>Optional Semi-annual Promotion</u>	<u>Old Fitness Report Date</u>
GS-15 and above	03-31			03-31
GS-14	04-30	09	03	03-31
GS-13	06-30	11	05	12-31
GS-12	07-31	12	06	12-31
GS-11	08-31	01	07	09-30
GS-10	09-30	02	08	09-30
GS-09	09-30	02	08	09-30
GS-08	12-31	05	11	06-30
GS-07	12-31	05	11	06-30
GS-06	01-31	06	12	06-30
GS-05 and below	03-31	UNSCHEDULED		03-31

DRAFT  
MTB:jb  
18 Jul 78

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Uniform Promotion System

1. On 12 July 1978 the Deputy Director of Central Intelligence approved our proposal that the uniform promotion system allow for semi annual promotion exercises at the option of the individual Career Services for promotions to GS-07 and above. The promotion dates will be related to the revised Fitness Report schedule, allowing for a 120 working period after the ending date of the evaluation with the promotion to be effective the first pay period thereafter. The Office of Personnel will issue a due date for promotion personnel actions to be received by the Transaction and Records Branch. Because of the varying workloads of the individual grades, the required lead time for processing may differ with each grade.

2. The Career Service may elect one of the following options for any one or all of the listed grade groups and establish them for any one or all of its Career Service or Career Service Subgroups. The initial promotion exercise will be keyed to the Fitness Report schedule with the second review and exercise six months later.

- (1) All secretarial and clerical personnel above grade GS-06.
- (2) Professional and technical personnel in grades GS-07 through GS-11.
- (3) Professional and technical personnel in grades GS-12 through GS-15.

3. There is no established schedule for promotion through GS-06 and components may promote their employees in these grades as merited and within the Career Service criteria for promotion, panel evaluations, headroom and the availability of properly graded positions.

4. Attached for your information is a copy of the proposed revisions of the Fitness Report schedules which will be operative for all Career Services, except the Operations Directorate. As of 1 Oct 1978, when the semi-annual option is elected, the first exercise in FY 1979 may be effective with either date noted on the FR schedule revision. Where, because of the exercise of this option, there is no current FR on record for the person being recommended for promotion, one may have to be prepared out of phase on a one time basis.

5. The subject of an established date for supergrade promotions is under discussion.

6. It will be appreciated if you will advise the Office of Personnel of the option cycles stated for the Career Service and/or for the Career Service Subgroups.

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